

## **Class Specification**

### **County of Fairfax, Virginia**

**CLASS CODE:** 4418

**TITLE:** DEPUTY SHERIFF SERGEANT

**GRADE:** C-20

#### **DEFINITION:**

Under supervision, and in accordance with federal, state, county, and agency regulations, assists the Deputy Sheriff Second Lieutenant in performing routine supervisory duties in the field of law enforcement, specifically, in the areas of correctional services, community corrections, court services and administration; as well as any other duties assigned by superiors acting on behalf of the Sheriff.

#### **DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Positions assigned to this class differ from those classified as Deputy Sheriff II in that Deputy Sheriff II positions perform no supervisory-related responsibilities. Deputy Sheriff Sergeant positions provide assistance to the Deputy Sheriff Second Lieutenant in routine supervisory duties, and act for a Deputy Sheriff Second Lieutenant during their absence from the work site, or when so designated.

Deputy Sheriff Sergeant positions differ from Deputy Sheriff Second Lieutenant positions in that Deputy Sheriff Sergeants assist the Deputy Sheriff Second Lieutenant with routine supervisory duties whereas the Deputy Sheriff Second Lieutenant is responsible for day-to-day operations.

#### **ILLUSTRATIVE DUTIES:**

Assists in planning, scheduling, assigning, training and reviewing the work of subordinates engaged in correctional services, community corrections, court services and administration;  
Conducts and documents equipment and personnel inspection to ensure compliance with agency standards;  
Recommends formal disciplinary action as a result of violation of standard operating procedures;  
Prepares reports of activities and incidents for superiors and county entities;  
Prepares correspondence in response to citizen, inmate and employee complaints and inquiries;  
Initiates and conducts criminal and internal investigations;  
Makes acquisition suggestions for budget consideration;  
Takes appropriate action in emergency situations in accordance with established riot, hostage, fire and disaster plans;  
Gives testimony in court on actions taken during arrests and investigations in criminal matters;  
Executes and returns civil process to the court of origin;  
Executes Department of Motor Vehicle suspension orders, court orders, levies, and evictions;  
Serves civil and criminal warrants and makes arrests.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the policies, procedures, and practices of the functional area to which assigned;

Thorough knowledge of the agency's standard operating procedures and guidelines;

Knowledge of supervisory techniques and the ability to apply them effectively;  
Knowledge of the agency's emergency equipment and riot, hostage, fire and disaster plans;  
Basic knowledge of federal, state, and county laws and ordinances affecting functional areas;  
Working knowledge of agency's information system technology (e.g. PCs, Live-scan, etc.)  
Demonstrated skill in the use of firearms, defensive tactics and nonlethal weapons;  
Skill in making accurate observations;  
Ability to effect a physical arrest;  
Ability to establish and maintain good working relationships with fellow staff members, inmates, external departments, and agencies;  
Ability to effectively handle situations requiring tact, diplomacy, fairness, and good judgment;  
Ability to communicate clearly and concisely, both orally and in writing;  
Ability to work effectively under stress;  
Ability to maintain reasonable physical fitness standards in relation to mission responsibility.

**EMPLOYMENT STANDARDS**

Any combination of education, experience, and training equivalent to the following:  
High school graduation or possession of a G.E.D. issued by a state department of education;  
PLUS  
Three years of sworn experience as a Fairfax County Deputy Sheriff and must be presently serving as a Deputy Sheriff.

REVISED: March 15, 2001  
REVISED: February 14, 1990  
REVISED: September 4, 1986  
REVISED: July 1977